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Operations

EXERCISE PROGRAM



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This instruction implements AFD 10-2, *Readiness*, and references AFI 10-204, *Participation in the Military Exercise Program*. It establishes requirements and procedures for planning, conducting, and assessing readiness exercises in support of all the mission elements at the United States Air Force Academy (USAFA). It provides guidance on selection of Exercise Evaluation Team (EET) members, scope of exercises, briefings and reports required, and EET management requirements. This instruction and referenced Air Force publications, and corresponding wing publications are the basis for all readiness exercises. It is applicable to all host activities. Units are responsible to comply in accordance with AFMAN 37-138, *Records Disposition Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*, for maintenance and disposing of electronic or paper records kept on file. **Attachment 1** contains a glossary of references, abbreviations, acronyms, and terms.

Section A—The Program

1. Introduction. USAFA's Exercise Program exists to enhance readiness and improve crisis response. It outlines procedures for organizing military exercises and distributing the results throughout the base.

2. Objectives. The goal of the Exercise Program is to maximize the benefits gained through exercises, specifically by enhancing readiness, streamlining procedures, and improving system support.

3. Policies and Procedures. The commander uses the Exercise Evaluation Team (EET) to assess the base's ability to perform its missions. The 10th Air Base Wing (hereafter referred to as "the wing") will plan, conduct, and assess exercises as required by this instruction and other applicable directives. EET exercises must measure, record, and analyze performance to identify problems and their causes requiring corrective actions. Each functional area participating in EET exercises must provide assistance to the EET chief as required (for example, EET membership, exercise scenario development, evaluator training, report preparation, etc.). The quality of personnel assigned to the EET and the priority given to a realistic, demanding exercise program, are direct reflections of the wing's support for the USAF Readiness Program.

Section B—The Exercise Evaluation Team (EET)

4. Goals. The EET is responsible for planning, conducting, and assessing all exercises required in this instruction or involving more than one base unit. The EET provides commanders, staff, and functional managers independent information on their overall capabilities to respond to a crisis or contingency.

5. Membership:

5.1. EET Chief. The EET chief is the wing point of contact (POC) for exercise planning, coordinating, and interfacing with wing and tenant units. He or she develops, schedules, conducts, and assesses local exercises.

5.2. Members. The EET requirement is a minimum of two EET members per squadron, directorate, or staff agency from the following USAFA functional areas: all 10 ABW squadrons and directorates; 34 TRW's Training Group and Operations Group; Dean of Faculty; Athletic Department; Preparatory School; USAFA Public Affairs, Finance, Safety, and OSI if possible.

Directorates and squadron commanders will appoint EET members, in writing, and provide an appointment letter to Exercise and Evaluation (10 ABW/CVI). Commanders or directors will assign highly qualified officers, NCOs, or civilians to the EET. EET members should have broad expertise in their functional specialties and, to the maximum extent possible, serve at least 1 year following completion of initial training.

6. Training. The EET chief identifies any EET training requirements and ensures EET members are trained.

6.1. EET Chief. If possible, the EET chief should attend the On-Scene Commander's (OSC) Course and the USAF Inspection School. The wing budget will provide funding for these courses.

6.1.1. The EET Chief is responsible for overall management of the local readiness exercise evaluation program. While performing these duties, the EET Chief is directly responsible to the wing commander.

6.2. EET Members. EET members will complete training on EET-specific subjects (local policies, exercise planning, execution, evaluation, etc.).

6.2.1. EET members designated to draw ground-burst simulators or smoke producing munitions must be trained and qualified on their use annually according to AFMAN 91-201, *Explosives Safety Standards*. Personal protective equipment will include as a minimum, safety glasses or prescription eyeglasses, hearing protection, and leather gloves.

Section C—Planning the Exercise

7. Design and Development. Planning encompasses all aspects of designing and developing exercises. Selected EET members work together to develop exercises for the wing readiness exercise program. Individual members contribute functional expertise. The EET Chief will check the master calendar to prevent conflicts and may designate trusted agents to assist in developing exercises. Trusted agents become part of the EET and normally contribute specific expertise to develop key aspects of an exercise. Include safety personnel in exercise planning.

8. Scope of Exercises. Exercises will be sufficiently challenging to ensure adequate evaluation of wing capabilities, plans, and procedures. The EET will use exercise guidelines and criteria in this instruction, and other applicable directives that prescribe the exercise. Exercises should not bring unfavorable publicity to the Air Force. The wing commander determines the extent of interruption to the wing mission.

9. Security. Security is an integral part of exercise planning. All aspects of EET exercises will be held in strict confidence. Exercise compromise may cause "false starts" and prevent true evaluation of wing response capabilities. If a significant compromise occurs, the exercise should be terminated.

10. Objectives. The EET Chief works with senior wing leadership to establish exercise objectives. Design each exercise with specific objectives to identify or correct problem areas and increase the proficiency of all wing agencies. Objectives will be developed by reviewing requirements in instructions and plans, past exercise reports, and reports of corrective action.

11. Master Scenario Events List (MSEL). The MSEL is a compilation of scripted events depicting activities that will be injected during the exercise by the EET for exercise participant action. The EET develops the MSEL for exercises requiring one. Participating agencies can suggest events for inclusion.

12. Role Players:

12.1. Prepare role players to trigger MSEL events. Role players initiate exercise inputs made at a planned time to a specific function or individual to support a specific MSEL item.

12.2. Role players also portray the situation at the simulated accident site (smoke munitions, weapons shapes, moulaged casualties, mannequins, aircraft parts, etc.). Role players should contribute realism to an exercise, and they are the key devices for exercise control.

13. Munitions. List all training smoke-generating devices or ground-burst simulators planned for use during an exercise in the exercise scenario. Safety requirements identified in [Attachment 2](#) will be followed.

14. Coordination:

14.1. During exercise planning the EET representatives will:

14.1.1. Coordinate exercise objectives with the medical readiness office to ensure that exercise scenarios include events allowing completion of medical readiness training requirements, when possible.

14.1.2. Coordinate the exercise scenario and timing with the 10th Medical Group Commander (10 MDG/CC) to minimize disruption of health services delivery.

14.1.3. Coordinate all offbase exercises with local civil authorities (local governing authorities, fire department, police, sheriff, etc.).

15. Approval. The EET Chief obtains the wing or vice wing commander's approval before establishing or conducting exercises.

16. Pre-Exercise Briefing. The EET Chief conducts a thorough pre-exercise briefing for EET members. This briefing will include, as a minimum:

- 16.1. Exercise scenario.
- 16.2. Date, time, and location of the exercise.
- 16.3. Timing of events.
- 16.4. Agencies to be assessed.
- 16.5. Input cards and props for use in the exercise.
- 16.6. Safety considerations.
- 16.7. Time and location for exercise debriefing.
- 16.8. Communication.

Section D—Executing the Exercise

17. Scenario. The exercise scenario is executed on the date and time planned or as modified by direction of the EET Chief. Execution begins at the start of the exercise (STARTEX). The scenario continues until terminated by the EET chief at the end of the exercise (ENDEX). Ideally, the scenario should proceed to a logical concluding point, but the EET chief or wing commander may terminate the exercise sooner for safety considerations, conflicting real world emergencies, or if the EET chief or wing commander determines all exercise objectives were met.

18. Control. EET members monitor MSEL status during exercises and direct the pace of the exercise by injecting implementers (messages, input cards, etc.). Participants may take actions negating a planned event or requiring an "ad hoc" event to keep the exercise on track. If changes occur, the EET Chief must ensure the appropriate team members are notified to adjust MSEL. EET members must ensure the exercise does not expand beyond its planned scope. If the situation warrants, the EET member on scene, must stop the exercise and notify the EET Chief.

19. Data Collection. EET members will collect data on exercise participant actions, significant exercise events, and other information required for after action reports and debriefings.

Section E—Assessing the Exercise Data

20. Assessment Documents. After an exercise, the EET will assess data collected to determine whether exercise objectives were met. The focus will be on the exercise objectives. The EET will document the results and give feedback to players. The EET Chief will provide a hot wash briefing to the wing commander, group commanders, and directors. Additionally, the EET Chief will provide a report for each exercise. The hot wash and report will provide commanders, staff, and functional managers direct feedback on the overall readiness of the wing and individual units or functional areas. Exercise grading is not required. If grading is accomplished, the EET will follow a five-tier rating system consisting of the grades Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory.

21. Debriefings:

21.1. On termination of the exercise, the EET and trusted agents will convene in a closed hot wash to review and assess the exercise. The initial debriefing is closed to key exercise participants to allow a free discussion of the exercise between EET members. EET members will validate all findings and observations with exercise participants as soon as possible after the EET hot wash.

21.2. Within 1 week of the exercise, the EET Chief should attempt to hold the wing hot wash for the exercise with the wing commander, group commanders, and directors.

22. After-Action Reports. A formal after-action report will be prepared for each exercise. **NOTE:** The reports required by this instruction are operating documents and thus exempt from reports control symbol (RCS) licensing requirements according to paragraph 2.11.10 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Collections*.

22.1. Format and Content. EET members contribute to the report, and the EET chief (or designated representative) consolidates inputs and produces the final report. The report will include information and recommendations on all findings, observations, best practices, and superior performers. EET will assign an OPR for each finding and validate all findings before publishing the report. Each lesson learned will describe a problem encountered and solved, a problem encountered but not solved, or successful actions future operations or exercises can use.

22.2. Distribution. Exercise reports will be distributed to all mission elements.

22.3. Marking. Mark EET reports, "FOR OFFICIAL USE ONLY."

23. Corrective Actions. Exercise results should be used to improve local procedures or recommend revised procedures to participants. The EET will not consider discrepancies identified in EET reports corrected until corrective action is completed and approved by the commander or designated representative.

23.1. The EET Chief will:

23.1.1. Review corrective actions.

23.1.2. Identify recurring or common deficiencies.

23.1.3. Track corrective actions and suspenses for followup actions.

23.1.4. Ensure corrective actions are appropriate and correct for the root cause of the problem.

23.1.5. Identify nonconcurrences and incomplete corrective actions that could not be resolved at a lower level to the group or wing commander (as applicable) for resolution.

23.1.6. Maintain a record of corrective actions.

23.1.7. Validate corrective actions, if applicable, during subsequent exercises.

23.2. Functional managers will correct discrepancies identified in the exercise report and provide a written reply to the EET Chief as directed by the suspense date established in the report. If corrective actions cannot be completed as directed, functional managers must submit followup reports until the action is completed.

Section F—Exercise Requirements

24. Minimum Exercise Requirements:

24.1. **Table 1.** lists minimum AFI 32-4001, Disaster Preparedness Planning and Operations, exercise requirements. (NOTE: In accordance with AFI 32-4001 Paragraph 5.2, USAFA will waive exercise requirements based on the installations' capabilities.)

24.2. Exercise scenarios may include several individual exercises (MARE, NDRE, etc.) Each exercise may be credited against multiple exercise requirements if the criteria for each exercise (as specified in this instruction and other prescribing directives) are assessed *and* each exercise is documented in a report.

24.3. Exercise participation during inspector general (IG) inspections or other higher headquarters directed activities (command post exercises, staff assistance visits (SAV), unit compliance inspections (UCI), etc.) encompassing a multi-functional cross-section of wing personnel may be credited toward overall exercise requirements. An after-action report is required for each exercise.

24.4. EET evaluations may be conducted during real-world contingencies with wing commander coordination and approval. Real-world contingencies may be credited toward overall exercise requirements if the wing commander determines the contingency satisfies the requirements for the type of exercise credited. No exercise report is required, but an after-action report detailing lessons learned during the contingency response is recommended.

Table 1. Exercise Requirements.

| Type of Exercise | Min Freq Prescribing | Pub |
|----------------------------------|----------------------|-------------|
| Major Accident (MARE) | Quarterly | AFI 32-4001 |
| Attack Response (ARE) | Annually | AFI 32-4001 |
| Natural Disaster Response (NDRE) | Annually | AFI 32-4001 |

(**NOTE:** Other exercises and scenarios do not specifically require evaluation by the EET, but they may be included in EET-conducted exercises. For instance, the security forces, fire department, and medical group have various exercise requirements. While the EET does not specifically assess each exercise, the EET chief should make every effort to include these requirements in EET exercises. This increases realism and reduces duplication of effort.)

25. Major Accident Response Exercise (MARE):

25.1. A major accident is an accident involving DoD material or activities of such a magnitude as to warrant response by the base disaster response force. It is differentiated from day-to-day emergencies and incidents routinely handled by base agencies without the disaster response force. A major accident may involve one or more of the following:

- 25.1.1. Hazardous substances such as radioactive materials and toxic industrial chemicals, explosives, or nuclear, biological, chemical, and conventional weapons.
- 25.1.2. Extensive property damage.
- 25.1.3. Grave risk of injury or death to installation personnel or the public.
- 25.1.4. Adverse public reaction.

25.2. MAREs are required once per calendar quarter. At least once a year, conduct a MARE involving the following:

- 25.2.1. Hazardous material (HAZMAT) emergency response teams.
- 25.2.2. Mass casualties.
- 25.2.3. Offbase deployment.
- 25.2.4. Conventional munitions.
- 25.2.5. Nuclear Weapons. (See definition in [Attachment 1](#))
- 25.2.6. Start times before or after normal duty hours.

26. Attack Response Exercise (ARE). The Wing will conduct an attack response exercise at least once a year. The exercise should closely resemble the type of attack most likely to occur at the base (for example, terrorist, chemical, etc.).

27. Natural Disaster Response Exercise (NDRE). Natural disasters include hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal surge, tsunamis, earthquakes, volcanic eruptions, landslides, mudslides, severe snowstorms, drought, or other catastrophe not caused by humans. An annual NDRE is required to assess the installation's ability to respond to the types of natural disasters most likely to strike its geographic area as specified in AFI 32-4001.

Section G—Exercise Simulations, Guidelines, and Deployments

28. Simulations. Exercises should employ the "train the way you fight" concept, emphasizing maximum participation and minimum simulation to demonstrate actual capabilities. Exercises will stress maximum realism consistent with safety, mission accomplishment, security, and financial constraints. A simulation should *not* prevent exercise of a function or procedure and should allow a representative evaluation of a task. Simulations should be preapproved whenever possible.

29. Guidelines. The following guidelines apply to the planning and execution of all EET-conducted exercises.

29.1. Environmental Compliance. Comply with applicable federal, state, and local environmental laws and standards.

29.2. Identification of EET Members. The EET will wear hats or badges identifying them as EET members.

29.3. Penetration of Priority Resources. Exercise scenarios including attempts to penetrate priority resources must be closely coordinated with the security forces.

29.4. Munitions. Comply with AFMAN 91-201 when using exercise munitions.

29.5. Props and Implementers. Exercise props and implementers should conform as closely as possible to the actual item they represent. As much as possible, the EET will use mockups, condemned supplies, equipment, moulage kits, and actual documents to enhance realism.

- 29.5.1. Prominently mark exercise documents, forms, publications, messages, etc., intended for player action, "**EXERCISE**" or "**FOR EXERCISE USE ONLY.**"

29.5.2. Status cards may be used to provide the simulated status of equipment or facilities involved in exercises.

29.5.3. The EET will use moulage and trauma manikins to simulate various personnel injuries (cuts, bleeding, compound fractures, severed limbs, etc.).

29.5.4. When buildings and equipment are to be simulated as damaged, damage cards will be used to indicate the damage of the equipment, buildings, or facilities. The cards will be displayed prominently or given to exercise participants.

29.6. Identification of Exercise Communications. All participants will begin and end all exercise communications, such as radio and telephone, with phrases like "This is an exercise input," "Exercise transmission," or "Exercise message."

29.7. Safety and Security Violations:

29.7.1. If a potential or actual safety or security violation is observed, EET members and exercise participants will take immediate action to prevent personal injury, damage to equipment, or the release of classified information.

29.7.2. If an actual accident occurs or if a person is injured during an exercise, any EET member or participant may delay or terminate the entire exercise and give necessary aid. Preface any radio or telephone transmission with "This is an actual emergency."

29.7.3. If an actual emergency develops while an exercise is in progress, the EET Chief, on-scene commander, or wing commander may delay or terminate the exercise as necessary.

29.8. Shelter Operations. Accomplish shelter operations as completely as possible consistent with the threat, prudent cost benefit, and logistics limits.

29.9. Participation by Medical Personnel. During any exercise, the 10 MDG/CC may withhold or withdraw medical personnel required to respond to an actual medical emergency. With the wing commander's approval, the 10 MDG/CC may withhold or withdraw medical personnel to avoid adversely affecting scheduled patient care.

29.10. Participation by Department of the Air Force (DAF) Civilian Personnel. All DAF civilians must participate in EET exercises. Emergency essential DAF civilian employees will participate as specified in AFI 36-507, *Mobilization of the Civilian Workforce*. Civilian overtime is at the discretion of the wing commander.

29.11. Contract Exercises. Contractors with no contingency or readiness requirements are exempt from exercise participation. This does not alleviate contractor personnel from obeying lawful orders of responding forces. Do not include exercise functions being performed under contract unless the exercise requirements are established in the contract. When such services could affect the outcome of an exercise, make sure assessments of the exercise point out the need to continue these services, by contract or otherwise, during crisis situations. Initiate action to revise the contract if required. Report performance or contract deficiencies simultaneously to the contract administrator, quality assurance evaluator, and contractor.

29.12. Exercise Correspondence. Prepare required exercise messages, but do not transmit them. Give required operational reports to the EET, in writing.

29.13. Emergency Vehicles. Fire vehicles must follow the guidance in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*.

29.14. Traffic Control. Vehicle operators must abide by posted speed limits and traffic control devices.

29.15. EET Role Player or Perpetrator Actions. During exercises, safety is paramount and EET perpetrators will obey all orders of responding security forces. They will not:

29.15.1. Attempt to flee, struggle against, or otherwise actively evade the response force. However, EET members may attempt to passively evade or hide from exercise participants as long as they comply with orders upon detection.

29.15.2. Be readily identifiable as EET members. However, they will carry identification for proving EET membership on request.

29.15.3. Use actual weapons or blank ammunition.

29.15.4. Use simulated weapons in a threatening manner. A simulated weapon is anything that looks like a real weapon; i.e., toy guns and knives, air guns, etc.

29.15.5. Take any threatening action toward responding forces.

BRADFORD E. WARD, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-204, *Participation in the Military Exercise Program*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFMAN 10-401, V1, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-1101, *Operations Security (OPSEC) Instructions*

AFCAT 21-209, *Ground Munitions*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT) Program Standards*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*

AFMAN 32-4004, *Emergency Response Operations*

AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System*

AFI 33-324, *The Information Collections and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-332, *The Air Force Privacy Act Program*

AFI 36-507, *Mobilization of the Civilian Workforce*

AFCAT 36-2223, *USAF Formal Schools*

AFI 37-138/USAF Sup 1, *Records Disposition--Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 90-201, *Inspector General Activities*

AFMAN 91-201, *Explosives Safety Standards*

Abbreviations and Acronyms

ARE—Attack Response Exercise

COMSEC—Communications Security

DAF—Department of the Air Force

DTG—Date-time Group

EET—Exercise Evaluation Team

ENDEX—End of Exercise

FPCON—Force Protection Condition

HAZMAT—Hazardous Material

MARE—Major Accident Response Exercise

MSEL—Master Scenario Events List

OPLAN—Operation Plan

OPSEC—Operations Security

ORI—Operational Readiness Inspection

OSC—On-scene Commander

POC—Point of Contact

Prime BEEF—Prime Base Engineer Emergency Force

SAV—Staff Assistance Visit

STARTEX—Start of Exercise

Terms

Communications Security (COMSEC)—The protection resulting from all measures designed to deny unauthorized persons information of value, which might be derived from the possession, and study of telecommunications, or to mislead unauthorized persons in their interpretations of the results of such a study.

Contingency—An event or series of events resulting from international instabilities or other unforeseen disasters of natural or human origin.

Deployment—The relocation of forces to designated areas of operations.

Disaster Control Group—The disaster response force element that goes to the scene of a major accident or natural catastrophe to provide command and control under the direction of the on-scene commander.

Excellent—The grade given to indicate performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Lesson Learned—Problem encountered and corrected; problem for which no solution was found; or successful action noted for future operations.

Marginal—The grade given to indicate performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Mass Casualties—A situation that exceeds the patient care capabilities of the medical force in being, or when base medical services are faced with the necessity of caring for an influx of casualties. For exercises, use 10 or more casualties as a guide.

Master Scenario Events List (MSEL)—List of sequentially numbered events that direct exercises

toward the desired objectives.

Nuclear Weapon Accident—An unexpected event involving nuclear weapons or radiological nuclear weapon components that results in any of the following: Accidental or unauthorized launching, firing, or use by US forces or US supported allied forces of a nuclear capable weapon system that could create the risk of an outbreak of war; nuclear detonation; nonnuclear detonation or burning of a nuclear weapon or radiological nuclear weapon component; radioactive contamination; seizure, theft, loss, or destruction of a nuclear weapon or radiological nuclear weapon component, including jettisoning; public hazard, actual or implied.

On-scene Commander (OSC)—The person designated to coordinate the rescue efforts at the rescue site. The senior member, normally the installation support group commander or designated representative, or the disaster control group. All disaster response force members at an accident scene are under the command and control of the on-scene commander.

Operating Document—A completed form or other document used to facilitate, accomplish, or provide a description or record of a transaction, function, or event. The information in an operating document may provide data or input for a report, but that is not its primary purpose.

Operation Plan (OPLAN)—A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPLANS as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

Operations Security (OPSEC)—The process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

Outstanding—The grade given to indicate performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

Prime BEEF—Worldwide base civil engineer forces organized to provide trained military elements used in direct combat support or emergency recovery from natural disasters.

Satisfactory—The grade given to indicate performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Security Forces—Air Force military security force personnel (Air Force Specialty Codes 31PX/3P0X1/3P0X2) and all Department of the Air Force civilians, contract civilians, Air Force military augmentees, and foreign national civilian personnel who have been designated by proper authority to perform guard or police duties within the meaning of Article 7b, Uniform Code of Military Justice (to be Air Force Doctrine Document 100); and paragraph 19a, Manual for Courts Martial, 1995 Edition.

Trusted Agent—Subject matter expert who provides input to exercise scenarios, creates implementers, and assists exercise planners in exercise development. Trusted agents may also be used as controllers.

Unit Type Code (UTC)—A standard five-digit code that uniquely identifies similar types of military organizations.

Unsatisfactory—The grade given to indicate performance or operation does not meet mission

requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Attachment 2

SAFETY REQUIREMENTS FOR SIMULATORS AND SMOKE PRODUCING MUNITIONS DURING EXERCISES

A2.1. For training and exercise plans involving explosives, the Exercise Team Chief prepares a risk assessment and detailed list of explosives authorized for use in the exercise and a detailed list of locations where munitions will be deployed. The installation commander must give written approval of the plan. Safety personnel will be included in all exercise planning.

A2.2. Commanders will ensure personnel not normally associated with explosive operations and exercises are not exposed to explosive hazards.

A2.3. Explosives will not be taken into public assembly places except when required by essential mission needs or immediate security requirements.

A2.4. Only US Air Force stock-listed items are authorized for use.

A2.5. Only trained personnel can prepare and activate these devices. Qualified personnel will provide training on an annual basis to personnel whose duties require them to initiate training simulators. The qualified personnel providing training will be determined locally but may be from explosives ordnance disposal (EOD), munitions, or safety. Evaluation teams using these devices must present proof of training to the base safety office, prior to use.

A2.6. Minimum distances:

A2.6.1. Personnel or Vehicle. Maintain a minimum of 125 feet separation. Personnel who initiate these munitions may be closer than 125 feet, but they should be as close to 125 feet as possible and have their back to the munitions. **Exception:** no specific distance is required for nontoxic colored smoke grenades. Avoid the smoke or follow actions required in AFMAN 91-201, Table 2.3.

A2.6.2. Facilities Without Facing Window. Maintain a minimum separation of 100 feet. **(IF MUNITIONS ARE USED NEAR A FACILITY, OCCUPANTS WILL BE NOTIFIED PRIOR TO ACTIVATION.)** Facility manager will be included in the planning phase.

A2.6.3. Facilities With Facing Window. Maintain a minimum separation of 200 feet. **(IF MUNITIONS ARE USED NEAR A FACILITY, OCCUPANTS WILL BE NOTIFIED PRIOR TO ACTIVATION.)** Facility manager will be included in the planning phase.

A2.6.4. Petroleum, Oil, and Lubricants Storage. Maintain a minimum separation of 200 feet.

A2.7. Smoke from grenades and pots is sometimes toxic in high concentrations. Contact Environmental Management and the fire department prior to use. These items, along with generators and flares present a fire hazard. Remove combustible materials before functioning. Consider winds and fire hazards such as dry grass or fire bans. Consider using a barrier to control spread of heat during functioning of grenades and smoke pots.

A2.8. Ground burst or hand grenade simulators present a blast hazard. Exercise caution around people, facilities, and equipment. Free the area of combustible material within a 10 feet radius. Monitor for proper functioning and disposal of residue. Notify EOD or other qualified personnel when munitions malfunction.

A2.9. Dispose of expended simulators and smoke pots in accordance with environmental standards and TO 11A-1-60.

A2.10. For fire protection, unless otherwise directed by the fire chief, provide a minimum of two serviceable fire extinguishers, suitable for the hazards involved, for immediate use at any locations where explosives are being handled.

A2.11. Fire department, Safety office, and Security Forces will be notified of dates, times, and locations of where munitions will be activated for all on base exercises.